

LAND RECORDS COMMITTEE MINUTES

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February 19, 2014

Chairperson Rayala called to order the meeting of the Vilas County Land Records Committee at 9:00 a.m., on Wednesday, February 19, 2014, in Conference Room #2 at the Vilas County Courthouse, Eagle River, Wisconsin.

Committee Members Present: Rayala, Bluthardt, Hjemvick, Sitzberger

Committee Members Not Present: Rushlow

Others Present: Sherry Bierman, Joan Hansen, Barb Gibson, Adam Grassl, Ted Ritter, Ron De Bruyne and Rebecca Nordine

Approve Agenda: Motion by Sitzberger and seconded by Bluthardt to approve the current agenda in any order at the Chair's discretion. All voted aye. **Motion carried** on a unanimous voice vote.

Approve Minutes: Motion by Hjemvick and seconded by Sitzberger to approve the minutes from the December 3, 2013 Land Records Committee meeting. All voted aye. **Motion carried** on a unanimous voice vote.

Rights of Way Invasive Species Management Plan:

Ted Ritter, VC Invasive Species Coordinator, presented the Rights of Way Invasive Species Management Plan for committee approval. Ritter briefly explained the plan and the cooperative efforts between Highway, Mapping, and Invasive Species Program in Oneida and Vilas Counties.

Motion by Hjemvick to support the Rights of Way Invasive Species Management Plan. Second by Sitzberger. All voted aye. **Motion carried** on a unanimous voice vote.

Budget Amendment/2014 Wis. Land Information Program Grant Resolution:

Gibson presented a resolution to adjust the 2014 Land Records budget by \$14,661 with regards to receiving a grant award notification from the Wisconsin Department of Administration. \$13,661 will be spent on updating the Emergency Hazard Zone Response Atlas, and \$1,000 is committed for training and education.

Motion by Sitzberger to approve budget amendment and forward it on to County Board. Second by Hjemvick. All voted aye. **Motion carried** on a unanimous voice vote.

Tax Listing Update:

Bierman presented the 2014 monthly report that reflects the Tax Listing updates. She also presented the year end 2013 report and for comparison included the year end 2012 report.

Also presented was the 2013 Tax processing checklist. Bierman explained what stage of the process one municipality may be at in April of the calendar year, another municipality may be at the same stage in October of the same calendar year. So it is extremely important to be on top of the process.

S. Hjemvick added that Bierman was directed to create a Succession Plan for the Tax Listing Dept; with the aid of the committee and HR, this should be accomplished by 7/1/14.

Bierman presented the financial information from the ACS system. A few items were slightly over budget; Bierman stated she talked to the Finance Director and was told as long as the bottom line was under budget, then there was no need to do line item transfer; the overall budget was at 98%.

Land Records Update:

a. Land Info Modernization Plan Update

(1) **LiDAR Pilot Project Demonstration** – Grassl presented a demonstration of the LiDAR data and new software for data analysis and viewing to the committee. Grassl explained some of the many uses and features of the data, as well as, the implications for many departments within the County. Sitzberger recommended that this presentation should be delivered to the County Board at the next meeting. Gibson reported that she had already planned to inform the board about the data and software in the near future.

(2) **“How To Guide to the Online Mapping Resources Webpage”** – Gibson reported to the committee that the How to Guide is in draft form and will be ready for distribution later this spring when the planned workshops will be presented for internal users as well as for the public.

(3) **Website Workshop Schedule** – Gibson noted that she is coordinating these workshops with IT assistance, and that the workshops will be planned for May-June in an attempt to be available for summer visitors.

(4) **Address Atlas (NEW Product) Pricing and Award** – Nordine described the new mapping product, Address Atlas (by town). She announced that the Atlas was awarded 1st place in the Map Book or Atlas Map Category at the Wisconsin Land Information Association Annual Conference on February 14, 2014. Nordine explained that the product has been requested by the local municipalities for use in the office and vehicles. The primary goal of designing the atlases was to develop a booklet for each Town which contained address location map pages, as well as, Address Index by Road Name and Address Index by Owner Name. The intent of the Atlas is to provide the address data in a usable format for quick reference within the office or within a vehicle in areas of the County with poor or no cell phone service for mobile mapping application usage. These atlases will replace one of the three large wall maps sent to the Towns each year as required by the Uniform Address System Ordinance.

Motion by Hjemvick to approve a \$20 price for the Address Atlas Map Books. Seconded by Sitzberger. All voted aye. **Motion carried** on a unanimous voice vote.

b. Financial Report – Gibson presented the financial reports to the committee for Land Information/Mapping, Land Records, and Land Records Grant. No action taken.

c. Training Reports – November 2013 – February 2014 – Gibson presented the training reports for the Mapping Department employees for the period Nov. 2013 through Jan. 2014. No action taken.

Out of County Travel: None

Future meeting date: Next regular meeting is scheduled for March 27, 2014 in conference room #2 at 9:00 a.m.

Adjournment: Chairperson Rayala adjourned the meeting at 10:08 a.m.

Submitted by: Rebecca Nordine/Barb Gibson

Minutes reflect the recorder's notations and are subject to approval/change by the Land Records Committee.